

REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

The suitability of particular books or other materials for the library collection may occasionally be questioned by individuals or groups. All such criticism should be presented in writing to the Library Director on the "Request For Reconsideration Of Library Materials" form. (Copy of this form appended to this policy manual.)

- NOTE: Per Wisconsin Statute 19.32, "Once completed, this form becomes a matter of public record."

PROCEDURE FOR HANDLING REQUESTS FOR RECONSIDERATION OF LIBRARY MATERIALS

To protest the inclusion of a book or other material for the library collection, a citizen must:

1. Be a resident of the Village of Hartland OR a non-librariated area of Waukesha County. Residents' taxes from these areas pay for the materials held by the Library; therefore, only residents may request that materials be reconsidered.
2. Be a Hartland Public Library card holder.
3. Read the Hartland Public Library's 'Materials Selection' Policy, the ALA's 'Library Bill of Rights,' and return copies of both, in person to the Library Director, with a signature at the bottom. The citizen can obtain copies of each document online through HPL's and ALA's websites. The signature will constitute the acknowledgement by the citizen that they have read and understand both the policy and the Library Bill of Rights.
4. Fill out, in its entirety, the HPL 'Request for Reconsideration of Library Materials Form' and turn it into the Library Director directly and in person. Forms left with anyone other than the Library Director or forms that are emailed or returned electronically will not be considered valid.

After a completed protest form is received by the Library Director, a committee consisting of the Library Director, a degreed librarian on staff, whose name is drawn at random, and a library board member, whose name is also drawn at random, takes the following steps:

1. Each member will individually review the complaint form.
2. Each member will individually read (view, etc.) the material in question in its entirety.
3. Each member will individually consult journals, magazines, or newspapers for opinions on the material in question. Online blog posts, social media posts, and internet forums will not be considered valid places to conduct and gather research.
4. The committee will hold a meeting to discuss the material in question and to express their feelings on it. This meeting shall be held within two months of the filing of the protest and will occur as part of a regularly-scheduled Library Board meeting. The protester will be notified of this meeting and shall have the right to speak at that meeting. During this portion of the meeting, the only people allowed to speak will be committee members and the protester.
5. Following the meeting, each member will submit, in writing, their recommendations to the Library Director. The Library Director will then compile a report listing the recommendations and the reasons behind said recommendations.

6. The committee will then meet again within one month after the first meeting to discuss and consider the recommendations. This meeting does not have to be a part of a regularly-scheduled Library Board meeting. A vote will be taken, and the majority will rule. The Library Director will then let the citizen know, in writing, the result of the vote.
7. During the duration of the committee's work, the material in question will remain in the library collection and will be treated the same as any other library material.
8. The committee's decision is final. Repeated or redundant requests by an individual or a group to reconsider materials with differing titles but similar content will be referred to the Library Director and restricted as follows: if the Library Director concludes a request may be redundant, he/she/they will notify the complainant(s) in writing that the item(s) in question, having already undergone a thorough review and reconsideration process within the last three years, will not be re-evaluated.

APPENDIX

[Request for Reconsideration of Library Materials Form](#)

Adopted 9/98. Revised 3/13 and 10/24.